

# **POSITION DESCRIPTION** (Please Read Instructions on the Back)

<b>2. Reason for Submission</b> <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Other		<b>3. Service</b> <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	<b>4. Employing Office Location</b> Orlando, FL	<b>5. Duty Station</b> Orlando, FL	<b>1. Agency Position No.</b> NL11980
<b>7. Fair Labor Standards Act</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<b>8. Financial Statements Required</b> <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		<b>9. Subject to IA Action</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>10. Position Status</b> <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		<b>11. Position is:</b> <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	<b>12. Sensitivity</b> <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive	<b>13. Competitive Level Code</b> 0906	
<b>14. Agency Use</b>					

<b>15. Classified/Graded by</b>	<b>Official Title of Position</b>	<b>Pay Plan</b>	<b>Occupational Code</b>	<b>Grade</b>	<b>Initials</b>	<b>Date</b>
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Contract Specialist	GS	1102	9		
e. Recommended by Supervisor or Initiating Office						

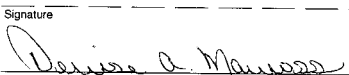
<b>16. Organizational Title of Position (if different from official title)</b>	<b>17. Name of Employee (if vacant, specify)</b>
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<b>18. Department, Agency, or Establishment</b> U. S. Army	<b>c. Third Subdivision</b> Army Contracts Group
<b>a. First Subdivision</b> Army Materiel Command	<b>d. Fourth Subdivision (Various)</b>
<b>b. Second Subdivision</b> Simulation, Training and Instrumentation Command	<b>e. Fifth Subdivision</b>

<b>19. Employee review - This is an accurate description of the major duties and responsibilities of my position.</b>	<b>Signature of Employee (optional)</b>
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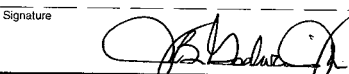
**20. Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

<b>a. Typed Name and Title of Immediate Supervisor</b> J. Ronald Farr Supervisory Contract Specialist	<b>b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)</b>
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<b>Signature</b> 	<b>Date</b> 8/17/00	<b>Signature</b>	<b>Date</b>
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<b>21. Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	<b>22. Position Classification Standards Used in Classifying/Grading Position</b> USOPM PCS for GS-1102 Series, Jul 99, HRCD-7
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<b>Typed Name and Title of Official Taking Action</b> James B. Godwin, Col, FA, Chief of Staff	<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLISA, is available from the personnel office or the U.S. Office of Personnel Management.
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<b>Signature</b> 	<b>Date</b> 9/23/00
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<b>23. Position Review</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>	<b>Initials</b>	<b>Date</b>
a. Employee (optional)										
b. Supervisor										
c. Classifier										

**24. Remarks**  
 BUS: 7777  
 This position is developmentat to the full performance level position at GS-11 level. Employee may be promoted to the full performance level without further competition subject to availability of funds and work ;and satisfactory performance.  
 DAWIA Level I

**25. Description of Major Duties and Responsibilities (See Attached)**

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD#** 11980

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."